

PNWJETAA

# Monthly Meeting Agenda

## (06 September 2018)

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06.09.2018 / 18:30 / WeWork (Westlake Tower), 10F Conference Room A

ROLE CALL: Zung Do / Cheryl Hou / Grant Laughlin / Lynn Miyauchi / Adam Ledyard / Michelle Kato / Zack Williams / Sam Corpuz / Jessica Record

SPECIAL GUESTS: None

Call to Order (Adam):

Meeting Minutes Review

- A. Adam & Zack sent approval via email

Treasurer's Report (Zack)

- A. Previous balance
  - a. Checking: \$9,762.18
  - b. Savings: \$905.96 (Young Professionals Fund)
- B. Current balance
  - a. Checking: \$12,565.84
  - b. Savings: \$906.02
- C. Deposit for 80% of requested GIA \$2838.28.
- D. Budget Request for Grassroots Summit submitted 8/22/2018, \$1,200
- E. Budget Request for Remote Outreach submitted 8/26/2018, \$722.72, tickets and hotel booked
- F. Extra funds (~\$1,000) not used for training can be put towards MT outreach

Upcoming Events

- A. Bellingham-Tateyama Sister City Mayoral Summit: **Sept 4–6 (Tue–Thu), Bellingham**
  - a. See [flyer](#)
  - b. Website [here](#)
  - c. Lynn will be attending “Sayonara Gala” (9/6/18) in official Consulate capacity
- B. September Happy Hour: **Sept 8 (Sat), 15:00–18:30, Kozue Japanese Restaurant**
  - a. FB event page is online and on website
- C. 2018 JETAA USA National Conference: **Sept 13–16 (Thu–Sun), Denver Tech Center Marriott Hotel, Colorado**
  - a. Welcome reception Sept 13 (conference Sept 14–16)
  - b. Chapter survey [here](#)

- c. Michelle & Adam will attend (Zack & Sam unavailable)
- d. Adam wants to present! — Will consult with organizers
- D. Volunteering for Grassroots Summit: **Sept 18th (Tue), 17:30–20:00**
  - a. Dinner volunteers needed, form [here](#); share with Josephine (Adam)
    - i. Approx. 10–15 people per group (142 total participants)
    - ii. Venues tbd
- E. Vashon Japan Festival: **Sept 22nd (Sat), 10:00–16:00, Mukai Farm & Garden**
  - a. Sam received an email at work from Tina Shattuck ([tina@tinashattuck.com](mailto:tina@tinashattuck.com)); looking for anyone wanting to have booth space at the event for free — is JETAA interested?
  - b. Flyer [here](#); press release [here](#)
- F. Japan Week “Matsuri”(formerly Aki Matsuri): **Oct 6th (Sat), Bellevue College**
  - a. Only the 6th is open to the public
  - b. Anyone interested in volunteering at Consulate booth? Please contact Maggie or Lynn
- G. Transitions 2018: **Oct 13th (Sat), Northwest University**
  - a. More details TBA
- H. Karaoke Taikai with JASSW: **Oct. 15 (Mon), 18:00–20:00, Lagunitas Brewing Taproom, Ballard**
  - a. Carolyn is our contact
  - b. Money from select beers goes to JASSW
  - c. Halloween theme — wear a costume to get a \$2 rebate at the door
- I. Remote Volunteer Outreach Activity — Visit to Montana: **Oct. 20th (Sat), All-day in Missoula, MT**
  - a. Missoula, MT; Arrive PM on Oct. 19; depart AM on Oct. 21; airfare and hotel booked
  - b. Visit Mansfield Center, Japanese classes, and happy hour/networking in evening
  - c. Update email sent to Japanese Dpt. professors, Mansfield Center staff, and Global Engagement Office staff
  - d. PR actions
    - i. Needed: list of Montana and Idaho JET alumni to contact via email
    - ii. UM Japanese Dpt. staff to help distribute flyers on campus
    - iii. Facebook post, website post, and Newsletter announcement
- J. Fukushima Kenjinkai 100th Anniversary: **Oct. 27th (Sat), 11:00, Seattle Airport Marriott Hotel**
  - a. Registration form [here](#) (email from Patsy Yamada) — early bird deadline has passed
  - b. JETAA already signed up (Lynn, Jana + ?)
  - c. Cheryl purchased two adult tickets for whoever can attend from the council (Zung, Cheryl are volunteering)
- K. JASSW Holiday Dinner: **Nov 27th (Tues)**
- L. Future plans for a Tacoma Japan Festival (Jessica)
  - a. Elmira Utz is our contact
- M. Joint Ski Trip with Vancouver BC chapter: Winter 2018/19
  - a. Tai (JETAABC President) is our contact, Sam is liaison

## Past Events

- A. Summer Picnic: Aug 11th (Sat), 11:00–15:00, Luther Burbank
- B. Inochi Taiko 15th Anniversary Concert: Aug 11th (Sat), 19:00, Shorewood High School

## Membership Update (Lynn)

- A. 1 new sign up via the website
- B. Will share names & emails for folks that have given permission to share with Maggie (CGJ) - pulled from Web sign up list not MailChimp for recruiting purposes
- C. CLAIR Returnee list has arrived! CLAIR should be sending it to us directly - plz share w/membership as soon as we get it so we can invite the returnees to Happy Hour - if it doesn't come quickly, Maggie can share w/Officers & Membership!

## Transitions/Jobs (Jessica & Lynn)

- A. Two new jobs have been posted to website

## PNW JETAA Inventory

- A. Vertical & Horizontal banners = Adam
- B. ASK ME Buttons = Lynn
- C. New PNWJETAA pins = Lynn
- D. Binders, folders, USBs = Adam
- E. Beverage condiments & coffee = Adam
- F. Voice recorders = Adam
- G. Newsletter binders = Zung
- H. Thank you cards = Adam
- I. Computer = Adam
- J. Deep storage for items used once-a-year at Cheryl's storage unit
- K. Please update the inventory list on Drive! ([spreadsheet here](#))

## Tech and Website Update

- A. Website redesign!
- B. New Logo contest! (Michelle)
  - a. E-mail sent to budget group; waiting on mailchimp to send out to everyone else
  - b. Deadline can be pushed into January if need be
- C. Membership database coding underway
  - a. Google app script attached to a google sheet
  - b. Current functionality: takes all form entries and merges the duplicates based on name,lastname, name on JET and dumps it to a separate sheet

## Newsletter (?)

- A. In stasis mode (only event highlights) (Sam)

## Misc. Final Business

- A. Outreach in Montana (most likely late Sept/Oct)
  - a. Michelle is contact; Zack may also attend (depending on schedule)
  - b. No longer going at the same time as CGJ
- B. Renew JCCCW membership (Zack)

- a. Need to cut a check or go through the website to renew membership
  - b. Cost: \$150
- C. Young Professionals Fund
  - a. Adam & Grant will coordinate putting YPF on website
  - b. Google form started: [here](#)
- D. *Nengajo* project (Zack)
  - a. Back-burner
  - b. Logo should be done by Dec., nengajo needs to be sent out by Feb.
- E. By-Laws renewal/update deadline (Adam)
  - a. Adam will complete them before the end of his term
- F. Re: Old binders and notes (Adam & Sam) — on back-burner
- G. Recruiting! (Maggie & CGJ)
  - a. Three trips in the works; want to extend an invitation to alumni to attend to speak
    - i. \$50 honorarium available to anyone volunteering
    - ii. Maggie has heard from some interested alumni, will contact JETAA if there are any other spaces needing filled
- H. JASSW Holiday Dinner (Nov 27, Tues)
  - a. JETAA rep for the Holiday Dinner committee; specifically asking for officers to be volunteer coordinator
  - b. More details: Carolyn ([cpeterson@jassw.org](mailto:cpeterson@jassw.org))
  - c. Cheryl is attending Holiday Dinner planning meeting on 9/14 @ 3PM
- I. Meeting w/Dennis Yamashita - about JAS-NET?Lynn will share Dennis' notes - feel free to edit/supplement
  - a. Ways to sell JAS-NET and how to differentiate it from JASSW
  - b. Micro-volunteering ideas (Michelle)
  - c. Low cost (planning and monetary) Events, e.g. Hiking with Bentos
- J. Next mini newsletter -Sam, can we add the [Kyoto Art & Antique Sale](#) Sept 27 - Oct 7? - I can write up a quick blurb about it & Georgetown if you wish. Please let me know —> Sam can do the thing.

**Meeting Adjourned:**

**Next Meeting Date and Location:**

**04.10.2018 / 18:30–19:30 / WeWork (Westlake Tower), 10F Conference Room A**